



Presentation Pointers

Audio Visual: Speakers are provided with access to a lap top, projector and screen. We ask that you give your final presentation to the editorial director or moderator at least 2 hours prior to your scheduled presentation time. Please let us know if you require anything beyond this for your presentation at least 1 month prior to the event.

Presentations: We request that you provide a copy of your presentation in advance of the event. Please refer to your speaker guide for more specifics.

Audience Action Items: Give the audience some key take aways- these should be clear action items that they can readily implement when they get back to the office. Elaborate on what they need to do to bring these concepts into their best practices.

No Sales Pitches: Please spend only a short time describing you and your company. It's fine to talk about how you are tackling an issue but remember that the audience is there to hear best practices not sales pitches.

Engage Your Audience: Don't wait for the delegates to ask you questions- ask them. Get them talking. This will enable better discussion (and take some of the pressure off of you!)

- We recommend taking quick polls/show of hands as you hit on different pain points and/or common solutions in play

Material Sharing: Keep in mind that we publish all PowerPoints on our website so that delegates can reference them at a later date. All information should be publishable. If you have something sensitive we recommend that you do not include that in the presentation and use it as a discussion topic instead.

- If you do not plan to have your presentation published please state that at the beginning so delegates can set their expectations
- Consider bringing an alternate presentation that can be published and has sensitive information removed

Personal Touch: You were invited to speak because of your experiences and knowledge. Feel free to share personal anecdotes with the audience.